

SC6.6 Planning Scheme Policy 5 - Development Application Requirements

SC6.6.1 Introduction and purpose

The purpose of the planning scheme policy is to set out requirements for the preparation of development applications made to the Western Downs Regional Council under the *Planning Act 2016* (the Act).

The purpose of the planning scheme policy is also to ensure applicants are aware of the information Council may request during the development application process.

SC6.6.1.1 Authorised Legislation

The planning scheme policy is made under Chapter 2, Part 3 of the Act.

SC6.6.1.2 Relationship to the Planning Scheme

The planning scheme is to be read in conjunction with the assessment provisions specified in the Western Downs Planning Scheme.

SC6.6.1.3 Interpretation

Terms used in this planning scheme policy are defined in Schedule 1 - Definitions of the Planning Scheme. Where a term is not defined in Schedule 1, Section 1.3 Interpretation of the Planning Scheme applies.

SC6.6.2 All Development Applications

All development applications must be 'properly made' in accordance with Section 51 of the Act and its Regulations. For a development application to be 'properly made' it must be accompanied by:

- (a) The relevant DA form(s);
- (b) The documents listed on the form(s) as being required;
- (c) Any relevant application fee set out by Western Downs Regional Council for administering the application; and
- (d) Owners consent if required under Section 51 (2) of the Act.

SC6.6.3 Mandatory Requirements for Development Applications

In accordance with Section 51 of the Act and DA Form 1 all development applications must be accompanied by:

- (a) Information addressing any applicable assessment benchmarks;
Note: *This is a mandatory requirement and includes any relevant templates under question 23 of DA Form 1, a planning report and any technical reports required by the relevant categorising instruments (e.g. planning schemes, State Planning Policy, State Development Assessment Provisions). For further information, see [DA Forms Guide: Planning Report Template](#)*
- (b) Relevant plans of the development
Note: *Relevant plans are required to be submitted for all aspects of this development application. For further information, see [DA Forms Guide: Relevant plans](#).*
- (c) Evidence the portable long service leave levy for Qleave has been paid, or will be paid prior to issue of a Development Permit (for Building Work and Operational Work applications only)

SC6.6.4 Additional Information Required by Development and Overlay Codes

Table SC6.6.6 Additional information required by development and overlay codes

Code	Information Required
Amenity	<p>Sufficient detail should be provided to enable “Council” to accurately determine the likely impact of the proposal on the amenity of the locality. The following details should be provided:</p> <ul style="list-style-type: none"> (a) hours of operation; (b) delivery times of goods; (c) heights of “Buildings” and “Structures”; (d) setbacks and boundary clearances of all “Buildings” and “Structures”; and (e) external lighting arrangements.
Traffic and Servicing	<p>Sufficient information should be provided to enable “Council” to accurately assess traffic related matters. The following information should be provided:</p> <ul style="list-style-type: none"> (a) traffic likely to be generated by the proposal; (b) the number, type and frequency of vehicles likely to service the proposal; (c) the times and arrangements for servicing of the “Premises”; (d) anticipated carparking requirements; and (e) the extent of car parking, vehicle manoeuvring areas, crossover / access details, loading /unloading areas, service areas.
Emissions	<p>Sufficient detail should be provided to enable “Council” to accurately determine the extent and nature of likely impacts arising from emissions. The following information should be provided:</p> <ul style="list-style-type: none"> (a) the nature of any anticipated emissions (including odour, noise, dust, run-off and the like); (b) measures proposed for the control of emissions; (c) the location and methods of containment and control of waste disposal and waste storage areas; (d) types, quantities, storage methods, and protection measures relating to storage and use of chemicals; and (e) emergency equipment and procedures to be utilised.
Reconfiguring a Lot - Need	<p>Details of the need for and suitability of the proposed reconfiguration (subdivision) should be provided. Appropriate information would include:</p> <ul style="list-style-type: none"> (a) existing subdivision pattern in the locality; (b) the nature of the proposed subdivision within the context of that existing subdivision pattern; (c) availability of alternative locations that may reduce the need for the proposed subdivision; (d) availability of lots within the locality and recent trends in development and occupation of those lots; (e) anticipated effect of the proposed subdivision on the future use and “Development” of land in the locality; (f) potential for an oversupply of lots having regard for recent and anticipated rates of dwelling completions; (g) details of existing or likely future rural “Development” in the locality involving “Intensive animal industry” or activities such as aerial spraying and the like; (h) potential for the subdivision to detrimentally affect the preservation of Good Quality Agricultural Land; (i) potential for the creation of ribbon “Development”; and (j) potential for the need to upgrade infrastructure and services.
Economic Impact	<p>An economic impact assessment looks at the public need, economic impact and consistency of the role and function of a development proposal against the Western Downs centres network.</p>

Code	Information Required
	<p>It should be noted that a developments economic impact on the Western Downs centres network is not the only consideration. Further justification of how a proposal meets other desired outcomes (e.g. location, access, urban design etc.) will be required in addition to an economic impact assessment.</p> <p>An Economic impact assessment must be prepared by a qualified and experienced economist or economic analyst with proven technical experience in assessing and providing advice about the economic impacts of a range of land uses and developments.</p> <p>An Economic impact assessment should include, as a minimum, the following:</p> <ul style="list-style-type: none"> (a) A brief overview of the proposed development (e.g. key components, floor space, key tenant(s)); (b) Any differences in trading and operational attributes for the proposal that might influence the assessment (e.g. shopper behaviour, marketing position, etc.); (c) Anticipated catchment or trade area(s) of the proposed development having regard to: <ul style="list-style-type: none"> i. The size, role and function of the proposed development both in terms of being a standalone development and cumulatively with existing approvals on nearby or neighbouring sites; ii. The existing network of retail centres servicing the trade area(s) and its surrounds; iii. The configuration of the existing and future road, public and active transport network which is likely to provide access to the site; iv. Any other physical or psychological barriers that may influence shopper behaviours; (d) The extent (i.e. floor space), location, nature and adequacy of existing or approved retail floor space and designated centres that may be affected by the proposed development; (e) The quantum and location of any vacancies within the existing centres network that may be affected by the proposed development; (f) Outline of any investigations (or enquiries) undertaken by the applicant or its advisors to locate the proposed development within any existing, approved or designated centres within or surrounding the identified trade area(s), and the outcomes of those investigations (or enquiries); (g) Existing population and number of households within the identified trade area(s); (h) Socio-economic characteristics of the population or households located within the trade area(s) benchmarked against the Western Downs region and Queensland. It is anticipated that these characteristics would include, but are not limited to the following: <ul style="list-style-type: none"> i. Age profile; ii. Household and family structure (e.g. average household size); iii. Household or individual income; iv. Tenure profile (e.g. purchasing, owned, renting, etc.); v. Housing costs (e.g. rents, mortgage repayments); vi. Labour market indicators (e.g. unemployment, full time and part time employment rates, participation rates)

Code	Information Required
	<p>etc.);</p> <p>vii. Occupation profile (e.g. white collar, blue collar, etc.);</p> <p>(i) Projected population and number of households of the identified trade area(s) for the next ten years with projections reported at appropriate intervals (including the anticipated first full year of trade for the proposed development);</p> <p>(j) The existing and projected value of available retail expenditure generated by the identified trade area(s) (e.g. estimation of the quantum of available expenditure for supermarkets);</p> <p>(k) Estimation of anticipated performance of the proposed development having regard to the available pool of retail expenditure and likely market share of the proposed development. Estimated performance is to be reported for the proposed development's anticipated first full year of trade and subsequent years at appropriate intervals for an appropriate period (e.g. five to ten years);</p> <p>(l) Whether the proposed development would result in an excess of retail floor space to the extent that the proposed development could be considered premature;</p> <p>(m) The likely extent of impacts of the proposed development (either on its own or cumulatively with any existing approvals) on the performance of existing and approved centres and the likely impact on the orderly designated centres. Such impacts are to be quantified in dollar terms and the implications of such impacts clearly articulated together with the means by which they can be ameliorated;</p> <p>(n) Whether these impacts are likely to result in undermining the viability or orderly development of any existing, approved or designated centres and if so, whether the proposed development results in a net increase or improvement in community well-being in terms of the range and convenience of facilities to the community;</p> <p>(o) The impact of potential changes in shopping patterns or other behaviours either at a macro or trade area level relating the community needs and expectations that may detract from or enhance the proposed development;</p> <p>(p) Any other benefits or disadvantages accruing to the trade area(s) or the Western Downs region community attributable to the proposed development.</p>
<p>Biodiversity Areas Overlay Code</p> <p>Waterway Corridors Overlay Code</p> <p>Wetlands Overlay Code</p>	<p>Site plans showing building envelope locations for each lot located to pose the least threat to biodiversity values must be provided to demonstrate compliance with performance outcomes.</p> <p>An Ecological Assessment report (of site and surrounds) must be provided to achieve compliance with performance outcomes. The assessment is to be carried out by a suitably qualified person.</p> <p>Assessments should not be restricted to portions of the site mapped as a constraint to the feature, but to the entire site so that spatial extent of ecological features can be accurately determined at the property level.</p> <p>Irrespective of the level of assessment required it will be necessary to establish and describe the following:</p> <ul style="list-style-type: none"> • Author's Qualifications - The skills and qualifications of the author of the ecological assessment; • Trigger for Ecological Assessment - A description of the values that are mapped for the site in the Vegetation Overlay and

Code	Information Required
	<p>Waterway & Wetlands Overlay maps;</p> <ul style="list-style-type: none"> • Background Information - Desktop assessment of known and likely values; • Methods of Field Assessment; • Description of Habitat Values - Describe the vegetation communities / regional ecosystems present on site. Identify the known flora and fauna species occurring on or utilising the site as an extension of its habitat. Provide lists of these species. Extent of significant habitat areas and features; • Condition - The condition of the site and the presence of threatening processes such as elements such as weeds; • Species / Communities of Conservation Significance - The known or likely presence of flora and fauna species or ecological communities that are of conservation significance; • Water and Drainage - The presence or otherwise of water features including rivers and streams, freshwater wetlands, estuarine or marine environments. ; • Ecological Corridors - Location, alignment and width of ecological corridors. This includes regional, local and site based corridors. The degree to which a site contributes to corridor function must be discussed (note, some sites may be entirely located within a corridor); • Response to Ecological Values - How the development proposal considers the identified ecological values; • Mitigation - Mitigation measures associated with the development. Any offset measures proposed; and • Impacts - The likely residual impacts of the development proposal. <p>Flora All vegetation communities should be assessed in terms of the structure and floristics. The Queensland Herbarium's "Methodology for Survey and Mapping of Vegetation Communities and Regional Ecosystems in Queensland" (Nelder <i>et. Al.</i>, 2005) provides a framework against which vegetation communities can be delineated and described. A useful method for capturing vegetation structure and dominant floristics elements is the use of Secondary and Quaternary sites. At a property scale delineation of vegetation communities should be at a scale of 1:10,000 or better.</p> <p>A flora list should be established for the site that adequately samples all vegetation communities present. Threatened species identified in the desktop assessment should be targeted. At a minimum the species list must include the common name, scientific name and status (conservation status or pest status).</p> <p>Fauna For basic assessments a description of habitat values should be included. The known or likely occurrence of significant species should be described. Diurnal searches including the following would ideally be undertaken:</p> <ul style="list-style-type: none"> • Diurnal bird searches; • Diurnal ground searches; • Tracks, scats and other trace analysis; and • Opportunistic observations. <p>For detailed assessments the following techniques should be employed:</p> <ul style="list-style-type: none"> • Diurnal/nocturnal bird searches; • Ground searches; • Elliott trapping;

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	<ul style="list-style-type: none"> • Cage trapping where appropriate; • Pitfall &/or funnel trapping; • Hair funnel trapping; • Spotlighting; • Anabat bat detection; • Call playback; and • Habitat assessment.
Bushfire Hazard Overlay Code	<p>A site-specific bushfire hazard assessment must be provided. The assessment must be carried out by a suitably qualified person in accordance with the single State Planning Policy.</p> <p>Sufficient detail should be provided to enable “<i>Council</i>” to determine the likely implication of the “<i>Development</i>” in relation to bushfire hazard. Development that materially increases the number of people living or working in an area of high bushfire hazard or which includes the storage of hazardous materials in an area of high or medium bushfire hazard should be accompanied by a Bushfire Management Plan that addresses the following matters:</p> <ul style="list-style-type: none"> (a) the Bushfire Management Plan has been prepared by a suitably qualified person; (b) appropriate consultation has been undertaken with organisations or individuals representing Rural and/or Urban Fire Brigades and managers of adjacent parks or reserves; (c) the Bushfire Management Plan includes: <ul style="list-style-type: none"> (i) an assessment of the nature and severity of the bushfire hazard affecting the site. The key factors to be considered are vegetation type, slope and aspect. (ii) an assessment of other site specific factors relevant to determining suitable bushfire mitigation strategies. These factors could include: <ul style="list-style-type: none"> (A) likely direction of bushfire attack; (B) environmental values that may limit mitigation options; and (C) location of evacuation routes and/or safety zones. (iii) an assessment of the specific risk factors associated with the development proposal, including matters such as the nature of activities to be conducted and materials to be stored on the site, numbers and types of persons likely to be present and particular warning and/or evacuation requirements. (iv) recommendations for specific mitigation actions including: <ul style="list-style-type: none"> (A) road and lot layout and land use allocations; (B) firebreaks and buffers; (C) building locations or building envelopes; (D) landscaping treatments; (E) warning and evacuation procedures and routes; (F) firefighting requirements including infrastructure; and (G) any other specific measures such as external sprinkler systems and alarms. (d) the level of detail required will vary with the nature of the development proposal and of the site

Code	Information Required
Flood Hazard Overlay Code	A Site-specific flood hazard assessment must be provided. The assessment is to be carried out by a suitably qualified person in accordance with the single State Planning Policy.
Natural Resources Overlay Code	Development applications for non-agricultural development must provide a land resource assessment prepared in accordance with the single State Planning Policy.
Heritage Overlay Code	A Heritage Management Plan (prepared in consultation with planning officers) must incorporate an archival recording of the place or particular features of the place affected by the demolition or removal.
Scenic Amenity Overlay Code	<p>The Western Downs Landscape Character Analysis (Cardno Chenoweth, 2010) mapped landscape values in the region, including broadscale Landscape Character Types, High Landscape Value (HLV) Areas and Urban Gateways.</p> <p>HLV Areas are intended to trigger development assessment and/or site-specific investigation (supplemented by Landscape Character Types identified in Strategic Plan Map 3 – Community Identity and Landscape Character SFM3 -001 to SFM3-004) to confirm or amend the validity of broadscale landscape evaluation.</p> <p>As indicated in Table SC6.4.1 – Landscape Assessment Requirements, the information required by Council to accompany development applications in areas triggered by the Scenic Amenity overlay maps comprises up to five details, depending on the location of development. In some cases (as indicated above), preliminary assessment may indicate whether or not additional investigation and detailed submissions are required, at the discretion of Council.</p>
Extractive Industry Code	<p>Demonstration of compliance with the Code will require the submission of a Site Based Management Plan, prepared by a suitably qualified person, detailing:</p> <ul style="list-style-type: none"> (a) plans and information about existing vegetation on site, specifying what is to be retained; (b) proposal for any screening of particular components of Site operations; (c) identification of all sensitive areas where the proposed development can be seen; (d) survey drawings of the existing Site and plans showing the proposed staging of extraction and rehabilitation and development in stages on on-Site access, operational infrastructure, stockpiling areas, other storage and servicing areas and water management; (e) geological and geotechnical information about the resource, and description and evaluation of alternatives considered for exploitation of the resource; (f) specification of all machinery, including vehicles, intended to be employed on the Site; (g) plans for progressive planting and Site rehabilitation, including demonstration of visual impact over time; (h) proposed methods of removing material or refuse from the Site; (i) identifies all noise sources, hours of operation, attenuation measures, sensitive of potentially sensitive receiving environments and any other relatively noise sensitive places, and the ambient noise environment; (j) models noise levels of the surrounding area, including impacts related to haulage movements; (k) evaluates the noise impacts of alternative practical approaches to exploitation of the resources;

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	<ul style="list-style-type: none"> (l) identifies measures for limiting intrusive noise levels; (m) addresses the requirements of the <i>Environmental Protection (Noise) Policy 1997</i>. (n) provides an analysis of vibration likely to be caused by the operation of the development and details measures to minimise any potential impact on nearby premises; (o) details all equipment used in extracting, handling, processing and transporting materials; (p) models air pollution impacts and details the measures to contain air pollution; (q) evaluates the air pollution impacts of practical alternative approaches to exploitation of the resource; (r) identifies measure for limiting the dust emissions from extraction; (s) a description of existing site vegetation and habitat values; and (t) an evaluation of impacts on ecology, including in terms of water management proposal and alternatives or Site development. (u) an analysis of traffic movements predicted for the development; (v) an assessment of all transport options including rail, road and conveyor; (w) analysis of the standard of roads proposed to be used; (x) an evaluation of alternative access possibilities; (y) an evaluation of the impact on the movement system, the amenity of premises along the proposed route and safety issues.